2014 PUBLIC LIBRARY ANNUAL REPORT WORKSHOP

Jennifer Clifton - November 2014

What is the purpose of the Annual Report?

- Required by state (590 IAC 6-1-4)
- ISL Statistics
  - Useful for year-to-year comparisons (and history!)
  - Library-to-library comparisons
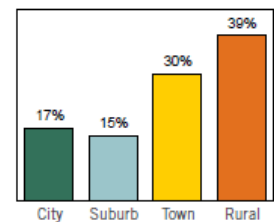 - Identifying trends
- IMLS Public Libraries Survey

**Indiana Public Libraries** — FISCAL YEAR 2011

Quick Stats

Number of Public Libraries	238
Number of Public Outlets	433
Population Served	5,693,085
Number of Full Time Equivalent Librarians	1,437
Number of Full Time Equivalent Staff	4,456

Public Library Outlets by Locality

City 17%, Suburb 15%, Town 30%, Rural 39%

Locality based on NCES locale codes.
For additional details see http://go.usa.gov/YPMW.

Visitation and Circulation Per Capita (FY 2002-2011)
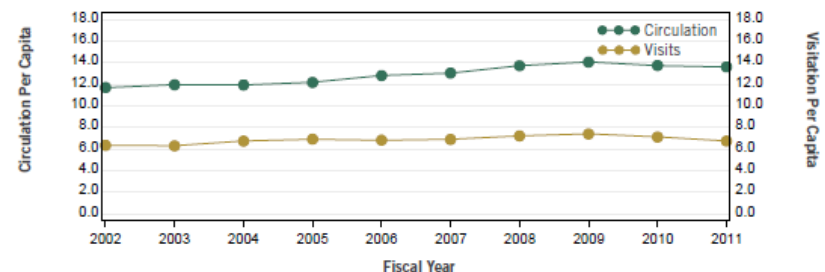
In Comparison

	FY 2010	FY 2011	% Change	Regional*	National
Services					
Circulation Per Capita	13.73	13.6	▼ -0.94%	12.26	8.14
Visits Per Capita	7.11	6.75	▼ -5.14%	6.86	5.09
Finance					
Expenditures Per Capita	$51.13	$51.06	▼ -0.14%	$50.67	$35.83
Operating Revenue Per Capita	$58.12	$55.08	▼ -5.24%	$56.24	$38.09
Resources					
Print Materials Per 1000 Population	4501.63	4275.73	▼ -5.02%	3759.78	2638.27
Public Use Internet PCs Per Capita	1.65	1.47	▼ -10.99%	1.49	1.14

*The Great Lakes region includes Illinois, Indiana, Michigan, Ohio, Wisconsin
For more information about regions see http://go.usa.gov/gppk.

INSTITUTE of Museum and Library SERVICES

Source: Public Library Survey FY 2002-2011.
Institute of Museum and Library Services/National Center for Education Statistics.
For more information, visit www.imls.gov/PLS2011.

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What's Changed for 2014?

- New questions:
  - Consortium title counts
  - A place to count downloads/streams
  - Standards compliance- prompts for clarification

- Some questions reworded for clarity
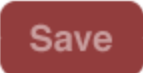
Timeline

- Survey open:
  - December 15th through February 1st

Navigating the Survey

- Login instructions will be sent to directors via email
- Click on the question number for help/definitions
  - Disable pop-up blockers
- Use "Back," "Next," or the side menu to navigate through the 15 sections `Back` `Next`
- Click "Save" and "Logout" to close and return to report at any time `Save`
- Click "SHOW LAST YEAR'S ANSWERS" to see what was input last year `SHOW LAST YEAR'S ANSWERS`
- Don't wait until the last minute!

Your Bibliostat homepage

☐ Tabbed Navigation

- Home
- Survey - 2014
- Status
- Printing
- Frequent Questions
- Instructions

Need to explain something?

- Edit Checks- automatic edit checks will catch inconsistencies or major changes from previous year's data
  - Now- Bibliostat
  - Later- Census
- "Flag" a question to come back to it
- Use the "Federal note" to explain any discrepancies
- It's recommended to do this up front, or you'll be hearing from me again next summer ☹

Need technical help with survey?

1. Confirm it is not a local issue first- check with your IT person/department
2. Contact ISL – 1-800-451-6028
3. Call Bibliostat - 1-866-785-9935

Instructions

Please call the Library Development Office with any questions at 317-232-3697 or 1-800-451-6028 or email ldo@library.in.gov or jclifton@library.in.gov

All information in the annual report is a matter of public record and much of it is published on the World Wide Web.

Give the most current information for:
- Respondent/contact identification,
- Hours of operation,
- Assessed valuation and tax rate,
- Library board members, and
- Hourly salary for salary section and benefits

All other information should be for the 2014 report year
- If the exact data are not known for any item, please estimate data (and indicate in note that it is an estimate). Estimates are very important.
- Enter "0" if the correct entry for an item is zero or "none".
- Enter "N/A" if you know a particular data item is not "0" but you don't know what it is and are unable to estimate it.

COLOR KEY

0X-001   Question

0X-002   **Standards Question**

0X-003   Prefilled

0X-004   Prefilled & Locked (Contact ISL w/changes)

0X-005   Calculated total

Part 1 - General Information

Changes:

- Added back "Weeks open per year" for central
- Added help re: download speeds

Part 1 - General Information

01-001   Name of the person preparing this report.

01-002   Preparer's phone number.

01-003   Time zone in which library district headquarters is located.

01-004   Library Name

01-005   Library Class

01-006   Library Director

01-007   Street Address

01-008   City

01-009   ZIP

01-010   Is your mailing address the same as the address above?

01-011   Mailing Address

01-012   Mailing City

01-013   Mailing ZIP

Part 1 - General Information

01-014   Congressional District Number

01-015   Phone

01-016   FAX

01-017   Does your library have an answering machine, voice mail or other similar technology?   Y/N

01-018   Library URL

01-019   Does your library have a public library E-mail address or other means of electronic contact listed on the library's website?   Y/N

Part 1 - General Information

Building Questions

01-020 The year the current central building was built

01-021 Year of the most recent structural addition or alteration to current central building.

01-022 Square footage of the central building?

01-023 Click here to complete Central Library daily hours.

Central Library

Part 1 - General Information

<u>Hours</u>

01-023   Click here to complete Central Library daily hours

01-024 Monday opening time
01-025 Monday closing time
01-026 Tuesday opening time
01-027 Tuesday closing time

01-034 Saturday opening time
01-035 Saturday closing time
01-036 Sunday opening time
01-037 Sunday closing time

http://collect.btol.com/(S(dawnum2dedl5rkric1k33m45))/certs/IN14HOURSINPUT.aspx?OrgId=13321 - Win...

http://collect.btol.com/(S(dawnum2dedl5rkric1k33m45))/certs/IN14HOURSINPUT.aspx?OrgId=13321

Name of Library: AKRON CARNEGIE PUBLIC LIBRARY

Inidana Public Library Annual Report 2014
Central Library Daily Hours

Days of Week	Opening Time		Closing Time	
Monday	01-024	9:00 AM	01-025	6:00 PM
Tuesday	01-026	9:00 AM	01-027	6:00 PM
Wednesday	01-028	9:00 AM	01-029	6:00 PM
Thursday	01-030	9:00 AM	01-031	8:00 PM
Friday	01-032	9:00 AM	01-033	6:00 PM
Saturday	01-034	9:00 AM	01-035	1:00 PM
Sunday	01-036		01-037	

Total open hours for Central Library during a typical week.   51

Total number of hours Central Library is open after 6:00 p.m. per week.   2

Total number of hours per week Central Library is open on Saturday.   4

Total number of hours per week Central Library is open on Sunday.   0

Save to Collect

Part 1 - General Information

01-038 **Total open hours for Central Library during a typical week.**

01-039 **Total number of hours the Central Library is open after 6:00 p.m. per week.**

01-040 **Total number of hours per week that the Central Library is open on Saturday.**

01-041 **Total number of hours per week Central Library is open on Sunday.**

01-042 **Number of Weeks Per Year Central Library was open in 2014** *(It's back…)*

01-043 **Total Central Library Hours Open per Year**

Part 1 - General Information

<u>Internet Access</u>

01-044   Does the library have Internet Access?   <u>Y/N</u>

01-045   What type of Internet Access is available in the Central Building?

01-046   Specify the speed of Internet Access in the Central Building. Use www.speedtest.net to determine speed.

(…or use the speed test of your choice)

Branches

- No changes here.

Part 1 - General Information

01-200   Total number of Branches

01-200a	Branch Name
01-201a	Branch Street Address
01-202a	Branch City
01-203a	Branch County
01-204a	Branch Zip
01-205a	Is your mailing address the same?
01-206a	Branch Mailing Address
01-207a	Phone
01-208a	Fax
01-209a	Total Square Footage of Branch
01-210a	Year Built
01-211a	Year of the most recent structural addition or alteration to branch building

Part 1 - General Information

01-212a   Number of Weeks per Year Individual Branch is Open

     01-213a   Monday opening time
     01-214a   Monday closing time

     01-225a   Sunday opening time
     01-226a   Sunday closing time

01-227a   Total open hours for the Branch Library during a typical week.

Part 1 - General Information

01-228a   **Does the Branch library have Internet Access? Y/N**

01-229a   What type of Internet Access is available in the Branch library?

01-230a   **Specify the speed of Internet Access in the Branch library.**

01-231a   **Number of wireless hubs located in the branch library?**

23 Bookmobiles

Part 1 - General Information

01-300   Total Number of Bookmobiles   *(If 0, skip these questions)*

Individual Bookmobile Information

01-301a Bookmobile Name

01-302a Street Address

01-303a City

01-304a County

01-305a Zip

01-306a Is your Mailing address the same?

01-307a Mailing Address

01-308a Phone

01-309a Fax

01-310a Total hours per week

01-311a Number of Weeks Bookmobile is Open

01-312a   Does the Bookmobile have Internet Access?

01-313a What type of Internet Access is available in the Bookmobile?

01-314a Specify the speed of Internet Access in the Bookmobile

01-315a Number of wireless hubs located in the Bookmobile?

01-316   Total Annual Hours of all Bookmobiles

Part 1 - General Information

01-500   Total System Public Service Hours

per Year

(Central + Branches + Bookmobiles)

Part 2 – Registrations

- No changes here

Part 2 – Registrations

02-001 Total Number of Individual Resident Registered Users

02-002 Total Number of Users from Contracting Areas

02-003 Total Number of Individual Non-Resident (non-taxed) Registered Users

02-004 Total Number of Reciprocal Users

02-005 Total Number of PLAC Users

02-006 Total Number of Non-Resident Cards Issued to Student Users

02-007 Total Number of Non-Resident Cards Issued to School Employees

02-008 Total Number of Non-Resident Cards Issued to Library Employees

02-009 Amount of Individual Non-Resident Fee

02-010 Date Library Board adopted this fee

02-011 Does your library purge or mark inactive patron files at least every three years?   Y/N

Part 3 – Public Libraries and Political Subdivisions Served

- No changes here

Part 3 – Public Libraries and Political Subdivisions Served

2010 Census figures are used for all calculations

03-001   County Name of Primary County

03-002   Total Assessed Valuation for Library District

03-003   Operating Tax Rate

03-004   Source year for data

03-005   BIRF/Lease Rental Tax Rate

03-006   LCPF Tax Rate

03-007   Did your library roll the LCPF into the operating tax rate?   **Y/N**

03-008   County Name for additional county

03-009   Total Assessed Valuation for additional county

03-010   Operating Tax Rate for additional county

03-011   BIRF/Lease Rental Tax Rate

03-012   LCPF Tax Rate

Part 3 – Public Libraries and Political Subdivisions Served

03-013   Total district population without contract

03-014   Total district population with contracts

03-015   Political Subdivision Name

03-016   Type of Political Unit (Taxed Units 1, 2, 3, 4, 9, 11, 12 Only)

03-017   Population 2010 Census (Taxed & Served)

03-018   Type of Political Unit (Contracting Units 5, 6, 7, 8, 10 Only)

03-019   Population 2010 Census (Served by Contract)

Part 3 – Public Libraries and Political Subdivisions Served

- Some notes:
  - 03-008 – Additional County info is only required of libraries crossing county lines and the 4 county-contractuals
  - 03-016 Type of Political Unit - Taxed Units
    - 1 (city/town)
    - 2 (more than 1/2 of county)
    - 3 (total county)
    - 4 (township merged)
    - 9 (township validated)
    - 11 (endowed)
    - 12 (county contractual) Only
  - 03-018 Type of Political Unit - Contracting Units
    - 5 (Township, partial, served by contract)
    - 6 (Township served by contract)
    - 7 (Township taxed to pay contract)
    - 8 (Township, partial, taxed to pay contract)
    - 10 (Town served by contract) Only

Part 4 – Library Operating Fund Income

•No changes here

Part 4 – Library Operating Fund Income

<u>Local Government Operating Fund Income</u>

04-001   Property Tax or CEDIT Operating Fund Income
              from Library Tax Rate

04-002   CAGIT Property Tax Replacement Credit

04-003   CAGIT Certified Shares

04-004   CAGIT Special Fund

04-005   County Option Income Tax (COIT)

04-006   Contractual Revenue Received for Service

04-007   Local Option Income Tax (LOIT)

04-008   Total Local Operating Fund Income

Part 4 – Library Operating Fund Income

State Government Operating Fund Income

04-009   Financial Institutions Tax (FIT)

04-010   License Vehicle Excise Tax (LVET)

04-011   Commercial Vehicle Excise Tax (CVET)

04-012   Other State Operating Fund Income

04-013   Source(s):

04-014   Total State Operating Fund Income

Part 4 – Library Operating Fund Income

<u>Federal Government Operating Fund Income</u>

04-015   LSTA Grants *(Operating Fund)*

04-016   Name of Non-Operating Fund

04-017   Amount of LSTA grant placed in Non-Operating Fund

04-018   Other Federal Grants Operating Fund Income

04-019   List Source

04-020   Total Federal Operating Fund Income

Part 4 – Library Operating Fund Income

Other Operating Fund Income

04-021	PLAC Reimbursement
04-022	Fines and Fees
04-023	Interest on Investments
04-024	Gift Receipts Operating Fund Income
04-025	Private and Public Foundation Grants Operating Fund Income
04-026	Miscellaneous Operating Fund Income.
04-027	Source(s)
04-028	Total Public and Private Foundation Grants Income (deposited into any fund)
04-029	Total Other Operating Fund Income
04-030	Total Operating Fund Income

Part 5 – Operating Fund Expenditure Data

- Corrected Non-Resident fee formula

Part 5 – Operating Fund Expenditure Data

<u>Operating Fund Expenditures</u>

05-001   Salaries/Wages of All Library Staff

05-002   Employee benefits

05-003   Other Personal Services

05-004   Total Personal Services

05-005   Total Staff Expenditures

Part 5 – Operating Fund Expenditure Data

<u>Other services and charges</u>

05-006 Total Supplies

05-007 Professional Services

05-008 Communication and Transportation

05-009 Printing and Advertising

05-010 Insurance

05-011 Utility Services

05-012 Repairs and Maintenance

05-013 Rentals

05-014 Debt Service

05-015 Lease Rental

05-016 Other

05-017 Total Other Services and Charges

Part 5 – Operating Fund Expenditure Data

Capital Outlays from Operating Fund Expenditures

05-018   Land

05-019   Buildings

05-020   Improvements Other Than Buildings

05-021   Furniture and Equipment

05-022   Capital Outlays for Public Access Computers, electronic reading and electronic media devices

Part 5 – Operating Fund Expenditure Data

Operating Fund Expenditure Data

05-023   Books (Include Book Lease)

05-024   Periodicals and Newspapers

05-025   Nonprinted (Physical) Materials, Microforms & AV, not Electronic

05-026   Ebook and Electronic database licensing/purchase/lease expenditures.

05-027   Electronic Physical Format, including Playaways and Ebook readers

Part 5 – Operating Fund Expenditure Data

Non-Operating Fund Library Materials Expenditure Data

05-028   Books (Include Book Lease)

05-029   Periodicals and Newspapers

05-030   Nonprinted (Physical) Materials, Microforms & AV, not Electronic

05-031   Ebook and Electronic Database licensing/purchase/lease expenditures

05-032   Electronic Physical Format (playaways, ebook readers, etc)

Part 5 – Operating Fund Expenditure Data

05-033   Total Expenditures for Print Materials

05-034   Total Expenditures for Electronic Materials

05-035   Total Expenditures for Other Materials

05-036   Total Expenditures for Collections

05-037   Total Operating Fund Capital Outlays

Part 5 – Operating Fund Expenditure Data

05-038   Total Operating Fund Expenditures for Collection Development

05-039   Total Non-Operating Fund Expenditures for Collection Development

05-040   Public Access Computers, electronic reading and electronic media devices from all non-operating funds

Part 5 – Operating Fund Expenditure Data

05-041   Total Operating Fund Expenditures

05-042   Other Operating Expenditures

05-043   Total Operating Expenditures

05-044   Total Capital Fund Expenditures

Part 5 – Operating Fund Expenditure Data

<u>Non-Resident Fee Standard</u>

05-045   **Total Collection Expenditures**

05-046   **Total *2013* Operating Expenditures per capita** *(for this year's standards calculation)*

05-047   **Difference between OE per capita minus Non-Resident fee**

05-047a Does your library's non-resident fee meet the standard? (Y/N)

05-048   **Total *2014* Operating Expenditures per capita** *(for next year)*

Part 5 – Operating Fund Expenditure Data

Collection Development Standard

05-049   **Collection Development Expenditure as a percentage of Operating Expenditure**

Part 6 – Capital Revenue

- No changes here

Part 6 – Capital Revenue

06-001   Local government capital revenue

06-002   State government capital revenue

06-003   Federal government capital revenue

06-004   Other capital revenue

06-005   Total Capital Revenue

Part 7 - Employment Data

- No changes here

Part 7 - Employment Data

07-001   Total number of all librarians with an ALA-MLS

07-002   Total hours paid per week for all ALA-MLS librarians

07-003   FTE for all librarians with an ALA-MLS

07-004   Total number of all librarians, **including** ALA-MLS librarians

07-005   Total hours paid per week for all librarians, including ALA-MLS librarians

07-006   FTE for all librarians

07-007   Total number of all other paid staff

07-008   Total Hours paid per week for all other paid staff

07-009   FTE for all other paid staff

07-010   Total number of all paid staff

07-011   Total hours paid per week for all paid staff

07-012   FTE for all paid staff

07-013   Number of hours per week considered to be full-time employment in your library?

Part 8 – Library Service and Technology

- Some questions reworded for clarification
- New calculation- computers per capita

Part 8 – Library Service and Technology

<u>Interlibrary Loans</u>

08-001   Number of interlibrary loan items (loans and photocopies) your library has **provided to** other Indiana libraries.

08-002   Number of interlibrary loan items (loans and photocopies) your library has **borrowed from** other Indiana libraries.

<u>Library Programs Children's (0-11 years) Programs</u>

08-003   Number of children's (0-11years) programs held in the library

08-004   Number of children's (0-11 years) programs held outside of the library

<u>Library Programs Young Adult (12-18 years) Programs</u>

08-005   Number of young adult (12-18yrs) programs held in the library

08-006   Number of young adult (12-18 yrs) programs held outside of the library

Part 8 – Library Service and Technology

<u>Library Programs Adult (18+ years) Programs</u>

08-007   Number of adult (18+ yrs) programs held in the library

08-008   Number of adult (18+ yrs) programs held outside of the library

<u>General Programs</u>

08-009   Number of general (all ages) programs held in the library

08-010   Number of general (all ages) programs held outside of the library

Part 8 – Library Service and Technology

08-011   Total number of non-library sponsored programs

08-012   Total number of all library-sponsored programs

Part 8 – Library Service and Technology

Attendance Questions

08-013   Attendance at Children's (0-11 years) programs held in the library

08-014   Attendance at Children's (0-11 years) programs held outside of the library

Repeats for:

- *Young Adult (12-18 yrs) Programs*
- *Adult (18+ yrs) Programs*
- *General (All ages) Programs*

Attendance Totals

08-021   Total attendance at non-library sponsored programs

08-022   Total children's program attendance

08-023   Total young adult program attendance

08-024   Total program attendance at library-sponsored programs

Part 8 – Library Service and Technology

08-025 **How many weeks of a Summer Reading Program for Children did your library offer at each fixed location?**

08-026 Total number of annual visits in the library ⚠️

08-027 **Total number of reference transactions per year** ⚠️

Electronic Services

08-028 Number of State Licensed Databases (INSPIRE)

08-029 Number of local and other (Not INSPIRE) licensed databases

08-030 Name(s) of public use/commercial databases to which the library subscribes

08-031 Total number of licensed databases

Part 8 – Library Service and Technology

<u>Public Computers</u>

08-032   Public Internet-connected computers uses per year

08-033   Number of wireless hubs located in the central building?

08-034   Total number of wireless hubs, system-wide

08-035   Number of wireless internet uses per year

08-036   Number of Internet connected public computers, system-wide.

08-037   Number of scanners available for the public, system-wide.

08-038   Number of Internet connected staff computers, connected to a printer.

08-039   Number of Internet-connected public computers per capita *(New)*

Part 8 – Library Service and Technology

<u>Library System Automation</u>

08-040   Does your library have an automated bookkeeping system?
<u>Y/N</u>

08-041   Name of bookkeeping system.

08-042   Brand and version of integrated library system (ILS)

08-043   Is your library catalog available online?   <u>Y/N</u>

Part 9 - Circulation and Holdings

- Now separating local and consortium holdings

Part 9 - Circulation and Holdings

09-001   Total circulation of All Materials

09-002   Circulation of All Children's Materials

09-003   Circulation of Electronic Materials *(e.g. E-books circulated or electronic materials downloaded annually)*

09-004   Total In-house Usage of Materials

09-005   Number of Electronic Book Reading or Music Playing Devices Circulated Annually

Part 9 - Circulation and Holdings

<u>Selected Holdings</u>

09-007   Books, Physical Units

09-008 Does the library belong to an Ebook consortium?

09-009 Name of Ebook Consortium

09-010 Electronic books (E-books) (LOCAL HOLDINGS) *(NEW)*

09-011 Electronic books (E-books) (CONSORTIUM HOLDINGS) *(NEW)*

09-012 Electronic books (E-books) (TOTAL) *(NEW)*

Part 9 - Circulation and Holdings

09-013 Video Materials - Physical Units

09-014 Video Materials - Downloadable Titles (LOCAL HOLDINGS) (NEW)

09-015 Video Materials - Downloadable Titles (CONSORTIUM HOLDINGS) (NEW)

09-016 Video Materials - Downloadable Titles (TOTAL) (NEW)

09-017 Audio Materials - Physical Units

09-018 Audio Materials - Downloadable Titles (LOCAL HOLDINGS) (NEW)

09-019 Audio Materials - Downloadable Titles (CONSORTIUM HOLDINGS) (NEW)

09-020 Audio Materials - Downloadable Titles (TOTAL) (NEW)

Part 9 - Circulation and Holdings

09-021 Electronic (Physical) Format

09-022 Number of Electronic Book Reading or Music
            Playing Devices Owned by the Library

09-023 Current Serial Subscriptions

Part 10 - Library Board

- No changes here
- Provide most current info available.
- Be sure to only list a treasurer OR treasurer/employee (NOT BOTH)
- Provide any updates throughout the year to ISL.

Part 10 - Library Board

10-0001   Position

10-0002   First Name

10-0003   Middle Initial/Name

10-0004   Last Name

10-0005   Home address

10-0006   City

10-0007   Zip Code

10-0008   E-mail address

10-0009   Appointing Authority

10-0010   Date that the current term expires

10-0011   Number of consecutive terms

10-0012   Date of initial appointment   (REPEATS…)

10-991 When does the regular library board meeting take place?

10-992 What is the time of the regular library board meeting?

Part 11 - Salary Section

- Provide most current information (e.g. 2015 salaries)
- Provide info for positions not currently occupied
- A few new job titles added

Part 11 - Salary Section

11-001 Annual salary of the Director

11-002 Does the Director have an employment contract? **Y/N**

11-003 What is the current level of certification for the library
Director?

Job Title	Cert. Level	<u>Min Hourly</u>	<u>Max Hourly</u>
11-004 Assistant or Associate Director		$	$
11-008 Department Head, Manager or Supervisor		$	$
11-012 Branch Head		$	$
11-016 Administrative Assistant		$	$
…			
Other			

Part 11 - Salary Section

Employee Fringe Benefit Information - <u>Full-time Employees</u>

11-501	PERF	**Y/N**
11-502	Deferred Compensation	**Y/N**
11-503	Health Insurance	**Y/N**
11-504	Health Savings Account (HSA)	**Y/N**
11-505	Dental Insurance	**Y/N**
11-506	Life Insurance	**Y/N**
11-507	Vision Insurance	**Y/N**
11-508	Disability	**Y/N**
11-509	Paid Time off for Continuing Education	**Y/N**
11-510	Reimbursement for Continuing Education	**Y/N**
11-511	Other1 (specify)	
11-512	Other2 (specify)	

Part 11 - Salary Section

Employee Fringe Benefit Information - <u>Part-time Employees</u>

11-513	PERF	**Y/N**
11-514	Deferred Compensation	**Y/N**
11-515	Health Insurance	**Y/N**
11-516	Health Savings Account (HSA)	**Y/N**
11-517	Dental Insurance	**Y/N**
11-518	Life Insurance	**Y/N**
11-519	Vision Insurance	**Y/N**
11-520	Disability	**Y/N**
11-521	Paid Time off for Continuing Education	**Y/N**
11-522	Reimbursement for Continuing Education	**Y/N**
11-523	Other1 (specify)	
11-524	Other2 (specify)	

Part 11 - Salary Section

Paid days off per year –

Full-time Librarian

11-525	Number of Vacation Days
11-526	Number of Sick Days
11-527	Number of Personal Days
11-528	Holidays
11-529	Funeral/Bereavement
11-530	Other Days (specify)

…Repeats for   Part-Time Librarian

Full-Time Support Staff

Part-Time Support Staff

Part 12 - PLAC Loans

- No changes here
- Don't report any PLAC loans to your own library
- Don't include reciprocal loans or nonresident loans (unless using PLAC card)

Part 12 - PLAC Loans

12-001   Did your library make any PLAC loans?   **Y/N**

12-002   Adams Public Library System
12-003   Akron Carnegie Public Library
12-004   Alexandria-Monroe Public Library
12-005   Alexandrian Public Library

...

12-238   Yorktown Public Library

12-239   Total PLAC Loans

Part 13 - Compliance with Standards for Public Libraries

- Added clarification prompts to law section

- Answer very carefully.

  - "No" responses *may* trigger a communication from ISL.

- You have an additional chance to explain any "No's" in Part 14

Part 13 - Compliance with Standards for Public Libraries

13-001 **Does your library comply with Public Library Law IC 36-12?** **Y/N**

13-002 **If the answer to 13-001 is NO, explain: (NEW)**

13-003 **Does your library comply with other Indiana laws that affect municipal corporations?** **Y/N**

13-004 **If the answer to 13-003 is NO, explain: (NEW)**

13-005 **Does your library comply with all federal laws affecting employment practice?** **Y/N**

13-006 **If the answer to 13-005 is NO, explain: (NEW)**

Part 13 - Compliance with Standards for Public Libraries

13-007   **Are all newly constructed and existing library facilities in compliance with local, state, and federal building and health and safety codes?**   **<u>Y/N</u>**

13-008   **If the answer to 13-007 is NO, explain:** **(NEW)**

13-009   **Does the library comply with provisions of the federal Americans with Disabilities Act to make its physical and digital services available to everyone?**   **<u>Y/N</u>**

13-010   **If the answer to 13-009 is NO, explain:** **(NEW)**

Part 13 - Compliance with Standards for Public Libraries

13-011   **Do the library board and the director maintain separate functions?**   **<u>Y/N</u>**

13-012   **Is the board responsible for governance and policy?**   **<u>Y/N</u>**

13-013   **Is the director responsible for administration, operation and management of the library?**   **<u>Y/N</u>**

13-014   **Does the director work full-time?**   **<u>Y/N</u>**

13-015   **Does the Director have the required certification under 590 IAC 5?**   **<u>Y/N</u>**

Part 13 - Compliance with Standards for Public Libraries

With the advice and recommendations of the library director, has the library board adopted the following policies and procedures?

13-016	**An annual classification of employees**	**Y/N**
13-017	**Schedules of salaries**	**Y/N**
13-018	**A proposed library budget**	**Y/N**
13-019	**Library policies**	**Y/N**

Part 13 - Compliance with Standards for Public Libraries

13-020   **Has the library board adopted the written employment practices dealing with recruitment?**   **Y/N**

13-021   **. . . selection?**   **Y/N**

13-022   **. . . appointments?**   **Y/N**

13-023   **. . . personnel actions?**   **Y/N**

13-024   **. . . salary administration?**   **Y/N**

13-025   **. . . employee benefits?**   **Y/N**

13-026   **. . . the conditions of work?**   **Y/N**

13-027   **. . . leaves?**   **Y/N**

Part 13 - Compliance with Standards for Public Libraries

13-028   **Does the library board adhere to the current approved principles provided by the Indiana State Library for library trustees?**   **Y/N**

13-029   **…have current, written bylaws that state its purpose and its operational procedures?**   **Y/N**

13-030   **Do the bylaws specifically state rules governing conflicts of interest issues?**   **Y/N**

13-031   **Do the library bylaws specifically state rules governing nepotism?**   **Y/N**

13-032   **Have the bylaws been reviewed by the board in the last three (3) years?**   **Y/N**

13-033   **Has a copy of the current version of the bylaws, along with all of the amendments approved by the library board been submitted to the Indiana State Library?**   **Y/N**

Part 13 - Compliance with Standards for Public Libraries

13-034   **Does your library have a written collection development plan?**   <u>**Y/N**</u>

13-035   **Does your library have a written circulation policy detailing the principles of access for all library materials and service?**   <u>**Y/N**</u>

13-036   **Does your library provide support for continuing education for staff and trustees?**   <u>**Y/N**</u>

Part 13 - Compliance with Standards for Public Libraries

Long Range Plan

13-037   Does the library have a written long-range plan of service?   Y/N

13-038   Which year did your current long range plan begin?

13-039   Which year does your current long range plan end?

13-040   Has your long-range plan been updated in the last three (3) to five (5) years (depending on the length of the plan?   Y/N

Part 13 - Compliance with Standards for Public Libraries

13-041 **Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?** **Y/N**

13-042 **Does your long-range plan include a statement of community needs and goals?** **Y/N**

13-043 **Does your long-range plan include measurable objectives and service in response to the community's needs and goals?** **Y/N**

Part 13 - Compliance with Standards for Public Libraries

Does your long-range plan include:

13-044   an assessment of facilities, services, technology, and operations?   Y/N

13-045   an ongoing annual evaluation process?   Y/N

13-046   a plan for financial resources and sustainability?   Y/N

13-047   a statement of collaboration with other public libraries?

**   Y/N**

13-048   a statement of collaboration with other community partners?   Y/N

Part 13 - Compliance with Standards for Public Libraries

Technology Plan

13-049 **Does the library have a written technology plan?** <u>**Y/N**</u>

13-050 **Which year did your current technology plan begin?**

13-051 **Which year does your current technology plan end?**

13-052 **Has your technology plan been updated in the last three (3) years?** <u>**Y/N**</u>

13-053 **Have copies of the plan, plus all updates and revisions been filed with the Indiana State Library?** <u>**Y/N**</u>

Part 13 - Compliance with Standards for Public Libraries

Does your technology plan include…

13-054 **…realistic goals and strategies for using telecommunications and information technology?** **Y/N**

13-055 **…a professional development strategy?** **Y/N**

13-056 **…an assessment of telecommunication services, hardware, software, and other services needed?** **Y/N**

13-057 **…an equipment replacement schedule?** **Y/N**

13-058 **…a plan for financial resources and sustainability?** **Y/N**

13-059 **…an ongoing annual evaluation process?** **Y/N**

13-060 **…an automated, integrated library system (ILS) which conforms to a national cataloging standard?** **Y/N**

Part 13 - Compliance with Standards for Public Libraries

Resource Sharing

13-061 **Does your library provide interlibrary loan free of charge to other libraries within Indiana?** **Y/N**

13-062 **Does your library provide interlibrary loan free of charge *to your users?*** *(NEW)*

13-063 **Does the library lend materials via a statewide reciprocal borrowing program?** **Y/N**

13-064 **Does the library lend materials using a local reciprocal borrowing agreement with at least one (1) other public library district within Indiana?** **Y/N**

13-065 **If the answer to 13-064 is yes, please list libraries with which you have reciprocal borrowing agreements.** *(NEW)*

Part 13 - Compliance with Standards for Public Libraries

13-066 **Does the library lend materials using the OCLC Resource Sharing system?** <u>**Y/N**</u>

13-067 **Is the library a member of Evergreen Indiana?** <u>**Y/N**</u>

13-068 **How many days per week does your library receive INfo Express courier service?**

Part 13 - Compliance with Standards for Public Libraries

Does the library provide <u>adult services</u>, including?

13-069 Programs and reference services offered by an appropriately certified librarian? <u>Y/N</u>

13-070 Access to reference materials, including INSPIRE? <u>Y/N</u>

13-071 A collection of materials for adults? <u>Y/N</u>

13-072 A space designated in the library for adult services?

<u>Y/N</u>

13-073   **Does the library provide an _enhanced level_ of adult service by providing:**

1) One (1) or more staff, with appropriate certification;

2) Serving at least part time,

3) At each fixed location?   _[All conditions must apply]_

Y/N

13-074   **Does the library provide an _exceptional level_ of adult service by providing:**

1) One (1) full-time staff member, or the equivalent,

2) With appropriate certification,

3) At each fixed location?   _[All conditions must apply]_

Y/N

Part 13 - Compliance with Standards for Public Libraries

Does the library provide Young Adult services, including?

13-075	Young adult programs and reference services offered by an appropriately certified librarian?	Y/N
13-076	Access to young adult reference materials, including INSPIRE?	Y/N
13-077	A collection of materials for young adults?	Y/N
13-078	A space designated in the library for young adult services?	Y/N
13-079	Does the library provide an enhanced level of service by providing:	Y/N
	1) One (1) or more staff, with appropriate certification, 2) Serving at least part time,	
	3) At each fixed location? [All conditions must apply]	Y/N
13-080	Does the library provide an exceptional level of service by providing: 1) One (1) full-time staff member, or the equivalent, 2) With appropriate certification, 3) At each fixed location? [All conditions must apply]	Y/N

Does the library provide Children's services, including?

13-081	Programs and reference services offered by an appropriately certified librarian?	Y/N
13-082	A collection of materials for children?	Y/N
13-083	A space designated in the library for children services?	Y/N
13-084	Does the library provide an Enhanced level of service by providing: 1) One (1) or more staff, with appropriate certification, 2) Serving at least part time, 3) At each fixed location? [All conditions must apply]	Y/N
13-085	Does the library provide an Exceptional level of service by providing: 1) One (1) full-time staff member, or the equivalent, 2) With appropriate certification, 3) At each fixed location? [All conditions must apply]	Y/N

Part 13 - Compliance with Standards for Public Libraries

<u>Public Access</u>

13-086   **Are patrons who are unable to read regular print, because of visual or physical disability, provided access to large print books, Braille books, audio books, and enhanced media?**   <u>**Y/N**</u>

13-087   **Does the library provide computers for the free use of all persons regardless of residency?**   <u>**Y/N**</u>

13-088   **Does your library provide a means for the public to make copies at each location?**   <u>**Y/N**</u>

<u>Webpage</u>

Does your library's webpage include…

13-089   ...current hours of operation?   Y/N

13-090   ...a physical address for your library?   Y/N

13-091   ...a map for each fixed location?   Y/N

13-092   ...a public telephone number?   Y/N

13-093   ...a public e-mail address or other means of electronic contact?   Y/N

13-094   ...a link to INSPIRE and other free electronic resources? Y/N

13-095   ...publicly posted policies, including, but not limited to, circulation policies, fees, and internet use policies?   Y/N

Part 13 - Compliance with Standards for Public Libraries

13-096 **Has your Internet Policy been reviewed by the board in the last year?**   **Y/N**

13-097 **Does your library's webpage include a link to the library's online public access catalog?**   **Y/N**

13-098 **Does your library's webpage include a calendar or list of events and programs which is <u>updated at least monthly</u>?**   **Y/N**

Part 14 - Statement of Intent to Comply with Standards

Part 14 - Statement of Intent to Comply with Standards

14-001   Please explain any NO answers given in Part 13. - Please include the question number (##-###) and an explanation for each question where you answered "NO" to any question in Part 13.

Part 15 - Supplement

Part 15 - Supplement

- **Friends**
  - Name and contact info
- **Foundations**
  - Name and contact info
- **Interlibrary Loan**
  - Name and contact info

Part 15 - Supplement

☐Makerspaces

☐Non-traditional Classification Systems

☐Adult Literacy

☐Digital content accessed through "Databases"/streaming services

☐ Outreach Events

100

That's all!

Questions?

Comments?

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